

Seattle Department of Parks and Recreation
High Quality Outdoor Preschool Programs
Notice of Interest

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1. Overview

In keeping with Seattle Parks and Recreation's (SPR) values of helping to support healthy people, a healthy environment and strong communities, SPR is issuing this Notice of Interest (NOI) for high quality outdoor preschools within select parks.

For the last two years, 2016 – 2018, SPR has conducted a pilot to consider the feasibility of hosting outdoor preschools in some of Seattle's parks. SPR permitted preschools at sites in four Seattle parks: Camp Long, Jefferson Park, John C. Little Park, and Carkeek Park. The pilot project was originally intended to last one year (2016-17), but a decision was made to extend the pilot by an additional year to fully benefit from what was learned during the pilot and to incorporate what was learned into an Notice of Interest for an ongoing outdoor preschool program.

For the school year, 2018 – 19 and beyond, SPR is issuing a Notice of Interest for high quality preschools at three of the four parks listed above and up to six additional parks for a total of nine parks sites including:

Meadowbrook Park

Beer Sheva Park

Sam Smith Park

Lincoln Park

North Acres Park

Magnuson Park

Camp Long

Jefferson Park

Carkeek Park

For now, John C. Little Park is excluded from consideration because of deteriorating site conditions and overuse.

What is a “Notice of Interest?”

SPR is issuing a Notice of Interest as the first step in a two-step process for siting a preschool in a Seattle park. The second step will require participation in the Department of Education and Early Learning’s (DEEL) Request for Investment (RFI) for preschools. This first step, as described below, will help interested and qualified preschool providers receive approval from SPR for preschool classroom designs and locations within certain Seattle parks. All providers who are successful in the first step must still participate in the DEEL RFI process.

Why is high quality preschool important?

The goal of this program is to sponsor sites for high quality preschools in Seattle’s parks. By linking these programs to the Seattle Preschool Program (SPP) and emerging State licensure for outdoor preschools, SPR is relying on the metrics and outcomes gathered in the SPP and the Seattle Preschool Pathway Preschool Program to assure high quality programs in parks. SPR will collaborate with the Department of Education and Early Learning (DEEL) to monitor quality and to assure preschool programs in parks are preparing students for kindergarten. DEEL preschool programs provide free preschool for children in families at or below 300% of the federal poverty level (FPL) and subsidies for children in families whose incomes may be higher. These programs help to assure that families served will represent the income, racial and ethnic diversity of the city.

Which parks may I consider in making a proposal for an outdoor preschool?

SPR will consider proposals for outdoor preschools in up to nine parks. Even though nine parks are listed for consideration as sites for preschools, fewer than nine parks may be selected depending on programmatic requirements, site impacts and community impacts. Site criteria are listed in the subsequent section entitled “Program and Site Requirements.” Applicants should make proposals for site(s) in the eligible parks based on their judgments related to both programmatic and site issues. Programmatic requirements include such issues as eligibility, licensing, program quality, schedule and outcomes and site criteria involve considerations of safety (trees, traffic, conflicts with users, emergencies), size of proposed use, fragility of site, program conflicts and need for ongoing maintenance. Applicants should not assume use of park buildings for shelter from storms, nor should they assume provision of before and after-care by SPR.

What does SPR site approval mean relative to the DEEL SPP and SPP Pathway provider selection process?

Approval of sites in parks through Phase One of this process will have no impact on decisions made by DEEL in the SPP and SPP Pathway selection process.

Is funding from SPR available to offset maintenance costs?

There is no funding available from SPR for maintenance needs, supplies, storage equipment or restrooms for the outdoor preschools. Applicants should budget for support of trails and walkways and other site needs that may arise during program operation. All maintenance on park property must be done by SPR staff who will invoice the preschool program for work done.

Process and Timeline

Notice of Interest Release: October 31, 2017

**Notice of Interest
Information Session:** November 7, 2:00 – 4:00 pm or
November 9, 4:00 – 6:00pm

Seattle Parks and Recreation

Westbridge Large Training Room
4206 W. Marginal Way SW, Seattle, WA 98106

Site Orientation Meetings: November 14-17, 2017
Pre-register for site orientation walkthroughs by email to:
Nicholas.farline@seattle.gov

Beer Sheva Park	Nov. 14, 1:00pm
Jefferson Park	Nov. 15, 10:00am
Sam Smith Park	Nov. 15, 11:30am
Carkeek Park	Nov. 17, 10:00am
Lincoln Park	Nov. 17, 12:00pm
Camp Long	Nov. 17, 1:30pm
North Acres Park	Nov. 16, 10:00am
Meadowbrook Park	Nov. 16, 12:00pm
Magnuson Park	Nov. 16, 1:30pm

Technical Assistance Review: November 20, 2017: Westbridge Large Training Room
Request appointments to Nicholas.farline@seattle.gov
Appointments must be scheduled by Nov. 18 and will be scheduled on the half hour beginning at 9:00am

Questions and Answers Deadline: November 22, 2017

RFP Due Date: December 6, 2017 – 4:30 pm

RFP Review: December 6 - 14, 2017

Applicants Notified: December 15, 2017

Project Manager: Lori Chisholm, lori.chisholm@seattle.gov or 206-684-7123

2. Eligibility and Site Requirements

Applicants must meet **ALL** the following eligibility and site criteria.

2.1 Eligibility Requirements

1. **Eligible Applicants:** Applicants must either be enrolled in the Department of Education and Early Learning (DEEL) Preschool Pathway Program or the Seattle Preschool Program or applying for either of the above programs, and be participating in the State of Washington's Pilot Licensing Program for Outdoor Preschools.
2. **Outcomes:** DEEL will gather data about student outcomes, attendance and other measures of student performance. SPR requires demographic information as described below.
 - Number of students receiving scholarships/size of scholarships;
 - Demographics of classroom by gender, ethnicity and language spoken at home.
3. **Licensure:** Applicants must commit to applying for State licensure from DEL, as soon as such licensing programs becomes available.
 - When State licensure becomes available, outdoor preschool programs located in parks will have two years to acquire their license and to participate in the State Early Achiever's Program. If they fail to do so, SPR has the option to close or rebid the site for a qualifying program. As mentioned above, SPR will rely on DEEL quality control through SPP, SPP Pathway or Step Ahead programs to assure high quality programs and robust outcomes for students.
4. **Proposed Schedule:** Applicants should describe a proposed schedule for the proposed preschool program including:
 - Daily preschool hours of operation including set up and take down
 - Before and after-school schedule, as applicable
 - School Year Calendar
 - Summer calendar, if desired.

2.2 Site Requirements:

1. **Site Meetings:** No applicant may apply for a site that is not listed in this RFP. Applicants who want to locate a program at a site in an eligible park must meet with SPR staff who will be available to discuss siting issues on a schedule provided below. These meetings will be scheduled prior to the due date for the final application.
2. **Site Plans**
 - Applicants should develop a site map and written description of the proposed site and ongoing needs for site requirements throughout the year for discussion with SPR staff. Site plans should be included with the application.

- Site plans should include any restrooms siting or use, storage facilities, plans to install tarpaulins or other kinds of cover, trails and trail covers, any imported materials or program “furniture,” any type of site alterations anticipated and plans for safe drop-off and pick-up of students.
 - All outdoor preschool teachers will receive SPR-provided Forest Stewardship training.
 - Site plans should also thoroughly describe any requests to use other sections of the park for the preschool program.
 - Site plans should include plans for emergency shelter during adverse weather events.
3. **Maintenance and Site Alterations:** Applicants will be required to reimburse SPR for maintenance or site alterations desired and mutually agreed upon. Applicants may not engage in site alterations themselves or by using volunteers without the written permission of the SPR contact person for the park in which they are located.
 4. **Emergency Plan:** A plan for emergencies, whether weather-related or otherwise, will be required as part of the MOA between SPR and the Applicant. In responding to the RFP, applicants do not have to submit their emergency plans but should discuss communications with SPR staff and with parents and on any proposed uses of park facilities during weather events of other types of emergencies. Final emergency plans must be submitted to SPR and approved at least two months before program opening. After SPR has made final decisions on successful applicants to this RFP, SPR will hold an emergency planning training workshop for providers to help them develop their Emergency Plans.
 5. **Site Lead:** Applicants will designate a site lead for each park who will serve as the point of contact and communication with SPR staff.
 6. **Multiple Site Applications:** Applicants may apply for more than one site, but must prepare separate applications for each site.

3. Application Instructions

- 3.1 Applicants need to meet the following minimum information and qualifications to be eligible to contract with the City to provide outdoor preschool in a park:

Exhibit B, Table One: Administrative Requirements

Applicant	Provide legal name and address of applicant
Address and Phone Number of Applicant	
Name and Contact Information for Application Contact Person	Name of Application contact person; and, Title of Application contact person; and, Phone and cell phone numbers for Application contact person
Insurance – Applicant will need to indicate their willingness to acquire required insurance. Will need to be in place prior to commencement of services.	Applicant will provide proof of Commercial General Liability (CGL) insurance policy or the equivalent with a minimum liability of \$1,000,000 each occurrence combined single limit bodily injury and property damage (CSL) including a \$500,000 sublimit per occurrence for Abuse and Molestation. Applicant must list the City of Seattle as additional insured and provide proof of this on either insurance form CG 20 10 or CG 20 26 or equivalent. Such proof must be provided to SPR prior to the commencement of program services.
Application Park and site(s)	Applicant will name park and site(s) with in park covered by application

Exhibit B, Table Two: Program Requirements

Eligible Applicants	Enrolled in Seattle Preschool Program (SPP); or, Enrolled in Seattle Preschool Pathway Program (Pathways); or, Enrolled in Department of Education and Early Learning (DEEL) Step Ahead Program; or, Participating or applying to participate in the State of Washington’s pilot licensing program for outdoor preschools
Licensure	Must commit to applying for State licensure from DEL as soon as licensing program for outdoor preschool become available; and, When State licensure becomes available, outdoor preschool programs located in parks will have two years to acquire their license and an Early Achiever Score of “3” or higher.
Demographic Data to be Reported Annually	# of students receiving scholarships/size of scholarship Demographics of classroom by gender, ethnicity and language spoken at home.
Schedule for all Elements of Program	Daily preschool hours of operation, including set up and take down; and, Before and After-School schedule, as applicable; and, School-year calendar including holidays, vacations and any other calendar variations; and, Summer calendar, if desired.
Proposal Contact Information and Documentation	Name, email and phone numbers for Proposal contact person; and, Copy of Applicant’s DEL license or license application; and, Evidence of participation in SPP, SPP Pathways or DEEL Step Ahead programs; and, Evidence of participation in DEL Pilot Outdoor Preschool Program, including licensing and EA status.

Size of Program	# of classrooms per site # of separate morning and afternoon classes per site # of students in each classroom # of teachers/adults in each classroom Total number of students/site Total number of adults/site
Parent Relations	Applicant will submit Parent Handbook to SPR prior to completion of an MOA, if selected. Parent Handbook should include provision requiring parents to address all complaints to applicant site coordinators and/or Executive Director who may then discuss complaint with SPR as appropriate. Any complaints received directly from parents by SPR will be redirected to
Community Outreach	Applicant will describe plans for community outreach and goals for gender, ethnicity and economic diversity
Fees	Monthly fees will be calculated based on program hours: \$729/month - 6 hr/day program \$486/month – 4 hr/day program \$425.25/month – 3.5 hr/day program \$364.50/month – 3 hr/day program Additional fees will be charged on a direct service/cost basis for maintenance and site alterations.

Exhibit B, Table Three: Siting Process Requirements

Site Meetings: applicants must meet with staff at site(s) for which they intend to apply.	Meeting Schedule for Applicants in Eligible Parks Carkeek Park Jefferson Park Camp Long Meadowbrook Par Beer Sheeva Park Sam Smith Park Lincoln Park North Acres Park Magnuson Park
Site Plans: site plans must be drawn to scale, must be accompanied by a narrative description and must be approved in writing by designated SPR representative at each site.	Proposed preschool site; and, Restrooms; and, Storage facilities; and, Plans to install tarpaulin or other kinds of cover; and, Imported materials or site alterations or program “furniture”; and, Any type of site alterations anticipated, including trails or trail cover, site surface etc.; and, Any proposals to use other portions of the park for the preschool program at any time; and, Pick-up and Drop-off, including time periods for these activities; and,

	Parking number and location requested; transit plan for staff; and, Plan and site for adverse weather shelter; and, Plans for site environmental protection and restoration; and, Agreement that all teachers will attend SPR-provided Forest Stewardship training.
Written description of site and operational issues impacting site.	Written description should accompany site plan to explain site plan, and operational plans and ongoing needs or site requirements throughout the year. Written description should describe drop-off and pick-up of students, parking, restroom location, storage facilities siting, alterations anticipated, timeline for program set-up and removal. Site Plan drawings, site plan narratives and desired site plan alterations should be acknowledged with a signature on a SPR-provided cover sheet by the site-based SPR staff by whom the plans were reviewed. This signature does not constitute approval, but allows the SPR site-based staff to review and comment on the proposals impacting their sites and to point out outstanding issues.
Maintenance and site alterations: applicants will be required to reimburse SPR for maintenance and site alterations desired and mutually agreed upon. Applicants may not engage in site alterations on their own or by using volunteers without the written permission of the SPR contact person for the park in which they are located.	Written description and detailed scale drawings of any alterations desired, and to the extent possible, desired timing on proposed alterations to be performed by SPR staff.
Emergency Plan	Emergency Plan will be required as part of an MOA with SPR if applicant is selected. For purposes of this application, applicant should indicate any site implications of an emergency plan including plan for protection from storms and discuss plans for communicating with parents and SPR during adverse events.
Site Lead	Applicant will designate a site leader for each site who will serve as point of contact and communication with SPR staff.

3.2 Response Materials

Please prepare your response per the following instructions. Provide responses to all questions in Section 3, Tables One, Two and Three. Also, please complete Exhibit A. Exhibit A asks applicants to supply applicant information, and other information and provides an Applicant checklist.

Responses are due and must be received by December 6, 2017 by 4:30pm. Applicant must send the entire response electronically (**see below for email instructions**).

In addition, please mail or hand carry ten (3) paper copies of the Cover Letter (Exhibit A), Application (Exhibit B only) and Attachments. **The applicant has full responsibility to**

ensure the response arrives at the City within the deadline. A response delivered after the deadline may be rejected.

The Outdoor Preschool Notice of Interest application narrative responses must be limited to no more than 10 total pages (5 pages double-sided) and be on 8 1/2" X 11" paper, typed or word-processed, minimum size 11 font, with 1-inch margins, double-sided, page-numbered, and stapled with the other attachments. The 10-page limit does not apply to the site plan drawings. Any pages exceeding this limit will be removed from the document and not considered during the evaluation process. Do not send responses with convers, binders or flash drives.

Send hard copies to:

By US Mail: Seattle Parks and Recreation
Attn: OST Office/Lori Chisholm
4209 W. Marginal Way SW
Seattle, WA 98106

Hand-deliver
Or FedEx/UPS: Seattle Parks and Recreation
Attn: OST Office/Lori Chisholm
4209 W. Marginal Way SW
Seattle, WA 98106

Send electronic copy to: Nicholas.farline@seattle.gov

Submit files in MS Word or Adobe PDF formats only

Name the electronic files as follows:

[ApplicantName] SPR RFP OutdoorPreschools

For questions about submitting your RFP application, please contact:

Nick Farline, Nicholas.farline@seattle.gov or 206-615-0303

3.3 SELECTION PROCESS

Initial Screen: The City will review the Legal Status Information in Section A.1 of the SPR High Quality Outdoor Preschool Program Application (Exhibit A) and Application’s required items (see checklist at the end of the Application) for completeness and eligibility. Applications that meet the initial screening criteria shall proceed to the evaluation criteria outlined in Table A and B below.

Application Evaluation: The City will evaluate, score and rank applications for each site using the criteria in Tables A and B below. The responses to the questions in Exhibits A and B will be used to evaluate score and rank applications.

Table A: Programmatic Requirements

Elements and Criteria	Application Requirements	Points
<u>Eligibility</u> Is the applicant eligible? In which category is the applicant eligible?	Applicant describes which of the following describes their eligibility: Enrolled in Seattle Preschool Program (SPP) -or- Enrolled in Seattle Preschool Pathway Program -or- Enrolled in Department of Education and Early Learning (DEEL) Step Ahead program -or- Is participating in the State of Washington’s pilot licensing program for outdoor preschools.	5
Demographic Information	# of students receiving scholarships/size of scholarship Demographics of classroom by gender, ethnicity and language spoken at home.	5
<u>Comprehensive schedule for all elements of the program</u> Does applicant provide information on all schedule questions? Is schedule compatible with park operations and other uses? If requested, is a summer program feasible at the site?	Applicant provides detailed schedule for all elements of the program: Preschool hours of operation -and- Before and After-School schedule, as applicable -and- School-year calendar including holidays, vacations and any other calendar variations -and- Summer calendar, if desired Timeline for program set-up and removal	5
<u>Documentation</u> Is requested documentation provided?	Applicant provides: Evidence of application (if DEL selection process is not completed) or acceptance in DEL Pilot Outdoor Preschool Program, including licensing and Early Achievers -and- Evidence of participation in SPP, SPP Pathways or DEEL Step Ahead programs	5
<u>Size of Program</u> Is required information provided? Is size of program feasible for site(s)?	Applicant describes: # of classrooms per site # of separate morning and afternoon classes per site # of students in each classroom # of teachers/adults in each classroom Total number of students/site Total number of adults/site	5

<p><u>Emergency Plan</u> Emergency Plan will be required as part of an MOA with SPR if applicant is selected. For purposes of this application, applicant should indicate any site implications of an emergency plan including plan for protection from storms.</p> <p>Does applicant agree to complete emergency plan using template provided by SPR?</p> <p>Is contingency plan for adverse weather described and adequate?</p> <p>Does applicant describe a process for training parents on emergency plan and communicating with parents during and adverse weather event?</p>	<p>Applicant declares intent to complete Emergency Plan prior to completion of MOA, if selected.</p> <p>Applicant describes contingency plans for weather emergencies and shows plans on site plans in application.</p>	5
<p><u>Parent Relations</u></p> <p>Applicant agrees to submit Parent Handbook?</p> <p>Applicant agrees to managing parent complaints?</p>	<p>If selected, applicant agrees to submit Parent Handbook to SPR prior to completion of an MOA, if selected. Parent Handbook should include provision requiring parents to address all complaints to applicant site coordinators.</p>	5
<p><u>Community Outreach</u></p> <p>Applicant describes community outreach to date and planned for the future?</p> <p>Applicant adequately describes goals for gender, ethnicity and economic diversity?</p>	<p>Applicant will describe plans for community outreach and goals for gender, ethnicity and economic diversity?</p>	10
<p>Fees</p>	<p>Does applicant agree to pay monthly fee, for each classroom, based on proposed program hours as listed below?</p> <p>\$729/month - 6 hr/day program \$486/month – 4 hr/day program \$425.25/month – 3.5 hr/day program \$364.50/month – 3 hr/day program</p> <p>Does the applicant agree to pay for all maintenance and improvements agreed to by SPR?</p>	5
Total Points Table A		50

Table B: Site Requirements

Elements and Criteria	Application Requirements	Points
<u>Application site (s)</u> How many sites and parks are included? Has applicant reviewed site plans and written descriptions with SPR staff for each site?	Applicant lists which parks/sites they are applying for and sites and dates of site meetings they attended.	5
<u>Maintenance and Site Alterations</u> Are written description and scale drawings of alterations provided? Are desired alterations compatible with SPR maintenance standards, other uses, park safety and integrity of the proposed site(s)? Can SPR staff perform the proposed alterations? Does applicant agree to pay SPR for desired alterations?	Application includes written description and detailed scale drawings of any alterations desired, and, desired schedule for proposed alterations to be performed by SPR staff.	15
<u>Site plans by site</u> Are both scale drawings and written narratives provided? Are proposed plans consistent with current uses? Can conflicts be mitigated? Are there any unresolved conflicts? Will the proposed site uses and modifications cause irreversible harm to the site and Park? Has SPR staff reviewed site plans?	Applicant shows a scale drawing and provides narrative descriptions for the following elements: Proposed preschool site -and- Restrooms -and- Storage facilities -and- Plans to install tarpaulin or other kinds of cover -and- Imported materials, site alterations or program “furniture” -and- Any type of site alterations anticipated, including trails or trail cover, site surface etc. -and- Any proposals to use other portions of the park for the preschool program at any time -and- Pick-up and Drop-off -and- Parking/transit plans for staff	20

	-and- Plan for storm/foul weather shelter -and- Conflicts with existing uses and any proposed mitigation of conflicts -and- Plans for environmental protection and/or restoration. These plans must be reviewed and signed by designated SPR staff at each site prior to submission of application.	
Applicant site leader	Applicant designated designates a site leader for each site who will serve as point of contact and communication with SPR staff for that site.	5
SPR Site-Based Staff Sign-Off	Does Applicant include classroom site plan sign-off by SPR and written narrative supporting site plans and proposed alterations?	10
Total Points Table B		50
Total Points Table A & B Combined		100

Interviews: The City may conduct interviews. Applicants invited to interviews should bring the assigned Site Leader named in the Applicant's Proposal, and may bring other key personnel named in the Proposal. The Applicant shall not bring individuals who are on the project team or who do not work for the Applicant without advance authorization by the City Project Manager.

References: The City may request one or more references. The City may use references named or not named by the Applicant.

Selection: The City shall select the Applicant(s) for award based on the application, interviews (if applicable) and references. In addition, the City intends to ensure that the selected providers meet the geographic and programmatic needs of the community. These will be considered in the RFP award process.

Contract Negotiations: The city may negotiate elements of the proposal with the initially-selected Applicant(s) as required to best meet the needs of the City. The City may negotiate any aspect of the proposal. The City does not intend to negotiate the contract's boilerplate sections.

4. **AWARD AND CONTRACT PREPARATION**

The City Project Manager will provide timely notice of an intent to approve to all Applicants responding to the Notice of Interest solicitation.

Protests/Appeals

Protests: Interested parties that wish to protest any aspect of the selection process shall provide written notice to the City Project Manager for this solicitation.

Appeals: SPR will notify Applicants in writing of the acceptance or rejection of their submittal. Written notification will be via email to the address submitted in the application. Any applicant wishing to appeal the decision must do so in writing within four (4) business days of the SPR email notification. An appeal must clearly state a rationale based on one or more of the following criteria: 1) violation of the policies or guidelines established in this RFP or 2) failure to adhere to published criteria and/or procedures in carrying out the RFP process.

Appeals must be sent by mail or email to Jesús Aguirre, Superintendent of Parks and Recreation, 100 Dexter Avenue North, Seattle, WA 98109 or jesus.aguirre@seattle.gov. The Superintendent of Parks and Recreation (or his designee) will review the written appeal and may request additional oral or written information from the applicant. A written decision from the SPR Superintendent (or his designee) will be sent within five (5) business days of the receipt of the appeal. The decision is final.

Instructions to the Initially-Selected Applicant(s). The initially-selected applicant(s) will receive an *Intent to Approve Letter* from the city. The Letter will include instructions regarding the contracting process. The Applicant(s) should anticipate that the Letter will request them to provide at least the following documents. Applicants are encouraged to be prepared, when possible, to provide these documents to eliminate the risk of late compliance.

- Current Seattle Business License and documentation that all taxes have been paid
- State of Washington Business License
- Certificate of Insurance
- Special Licenses (if any)

The City will not pay for the cost of obtaining any of these documents. Once the City has finalized and issued the contract for signature, the Applicant must execute the contract and provide all requested documents within 10 business days. If the Applicant fails to execute the contract with all documents within the 10-day timeframe, the City may cancel the award and proceed to the next ranked Applicant, or cancel or reissue this solicitation. Cancellation of an award for failure to execute the contract may disqualify the Applicant from future solicitations for this same work.

Taxpayer Identification Number and W-9. Unless the Application has already submitted a *Request for Taxpayer Identification Number and Certification* (Form W-9) to the City, the Applicant must submit this form prior to the contract execution date.

5. Notice of Interest Information

This section details City instructions and requirements for Applicants' submittal. The City reserves the right, in its sole discretion, to reject any Applicant response that fails to comply with the instructions.

Information Session(s). The City offers an optional information session(s) at the date(s), time (s) and location(s) noted on Page 1. Applicants are highly encouraged to attend, but are not required to attend to be eligible to submit a proposal. SPR staff will be available at the information session to answer questions about the Notice of Interest and clarify issues. The session is also an opportunity for Applicants to raise concerns. If a protest is filed regarding an issue that was known at the time of the information session(s) but was not brought up as a concern during a session, SPR will take this into consideration during the review of the protest.

Questions. Applicants may submit written questions to the City Project Manager until the deadline stated on Page 1. The City prefers that these questions be submitted through e-mail. Successful Applicants will be expected to accept the terms of a contract resulting from this Notice of Interest process, so any clarifying questions must be asked before the Questions and Answers deadline listed on Page 1. It is the responsibility of the interested Applicant to assure they receive responses to any issued questions.

Changes to the Notice of Interest/Addenda. A change to this Notice of Interest will be made by formal written addendum issued by the City's Project Manager. Addenda shall become part of this RFP and will be posted on SPR's website, <http://www.seattle.gov/parks/about-us/do-business-with-us/current-opportunities/outdoor-preschool-noi>

Receiving Addenda and/or Questions and Answers. It is the obligation and responsibility of the Applicant to learn of addenda, responses or notices issued by the City. Some third-party services independently post City of Seattle solicitations on their websites. The City does not guarantee that such services have accurately provided all the information published by the City.

The City Project Manager may reject an Applicant's submittal if it does not fully incorporate information issued via an addendum.

Applicant Responsibility to Provide Full Response. The Applicant shall provide all requested materials, forms and information. During scoring and evaluations (prior to interviews if any), the City will rely upon the submitted materials and shall not accept materials from the Applicant after the Notice of Interest deadline. This does not limit the City's right to consider additional information (such as references known to the City but not provided by the applicant, or past City experience with the applicant), or to seek clarifications as needed.

No Guaranteed Utilization. The City does not guarantee that any contract(s) will be awarded through this process. The Notice of Interest may provide estimates of utilization; such information is for Applicant convenience and not a contractual guarantee. The City reserves the right to make multiple awards, and/or to order work based on City needs. The City may turn to other appropriate contract sources or supplemental contracts to obtain these same or similar services. The city may re-solicit for new additions to the Applicant pool. Use of such supplemental contracts does not limit the right of the City to terminate existing contracts for convenience or cause.

Right to Award to Next-Ranked Applicant. The City reserves the right to issue multiple awards, and/or to order work based on City needs. The city may turn to other appropriate contract sources or supplemental contracts to obtain these same or similar services. If an executed contract resulting from this solicitation is terminated within 90 days, the City may return to the solicitation process to award the next highest ranked responsive Application by mutual agreement with such Applicant. New awards thereafter are also extended this right.

Negotiations. The city may open discussions with the initially-selected Applicant(s) to negotiate costs to align the proposal with the City's outdoor preschool program or site needs.

Effective Dates of Offer. Solicitation responses are valid until the City completes the award process. Should any Applicant object to this condition, the Applicant must object prior to the Questions and Answers deadline on Page 1.

Costs of Preparing Proposals. The City is not liable for costs incurred by the Applicant to prepare, submit or present proposals, interviews and/or demonstrations.

Readability. The City's ability to evaluate proposals is influenced by the organization, detail, comprehensive material and readability of the format of the response.

Changes or Corrections to Proposal Submittal. No changes are allowed after the closing date and time. However, prior to the submittal due date, an Applicant may change its proposal, if initialed and dated by the Applicant.

Errors in Proposals. Applicants are responsible for errors and omissions in their proposals. If there is an error or omission in the response submitted, the Applicant is still responsible for fulfilling its obligations to the City.

Withdrawal of Proposal. A submittal may be withdrawn by written request of the Applicant.

Rejection of Proposals. The City may reject any or all proposals with no penalty. The City may waive immaterial defects and minor irregularities in any submitted proposal.

Incorporation of Notice of Interest and Proposal in Contract. This Notice of Interest and the Applicant's response are binding and may be incorporated by reference in the City's contract with the Applicant. This includes promises, warranties, commitments and representations made in the successful proposal once accepted by the City.

Equal Benefits. Seattle Municipal Code Chapter 20.45 (SMC 20.45) requires consideration of whether Applicant provide benefits equally to the spouses and domestic partners of their employees.

Insurance Requirements. Applicants will need to provide proof of insurance as defined by the City before their contract start date. The City will remind the initially-selected Applicant of this in the *Intent to Award* letter.

Proprietary and Confidential Material. Under Washington State Law (reference RCW Chapter 42.56, the *Public Records Act*) all materials received or created by the City of Seattle are **public records**. These records include but are not limited to bid or proposal submittals, agreement documents, contract work products or other bid material. Some records or portions of records are legally *exempt from disclosure* and can be redacted or withheld. The Public Records Act (RCW 42.56 and RCW 19.108) describes those exemptions. Applicants must familiarize themselves with the Washington State Public Records Act (PRA) and the City of Seattle's process for managing records.

The City will try to redact (black out) anything that seems obvious for redaction in the City's opinion. For example, the City will redact Social Security Numbers, federal tax identifiers, and financial account numbers before records are made viewable by the public. However, this does not replace an Applicant's own obligations to identify any materials Applicant wishes to have redacted or protected under the Public Records Act.

Protecting Applicant's Materials from Disclosure (Protected, Confidential or Proprietary). The Applicant must determine and declare any materials it believes are eligible for redaction and wants to be exempted (redacted). This includes , but is not limited to, the Applicant's application, contract materials and work products.

How to Identify Material You Consider Exempt From Disclosure

Proposal Submittals

If Applicant wishes to assert exemptions in the materials in Applicant's proposal related to its proprietary nature per RCW 42.56-270, Applicant must clearly identify its exemption request via the document below.

City's Response to a Public Records (PRA) Request

The city will prepare two versions of Applicant's materials:

Full Redaction: A public copy that redacts (blacks out) standard exemptions as required by the PRA and the materials or text that Applicant identified as exempt,

Limited Redaction: A copy that redacts (blacks out) only the standard exemptions required by the PRA, but does not redact (black out) the Applicant-identified exemptions.

The Full Redaction version is made public upon contract execution and will be supplied without any notification to Applicant.

The Limited Redaction will be released only after Applicant has received a “third party notice” that allows Applicant the legal right under RCW 42 56-540 to bring a legal action to enjoin release of any records Applicant believes are not subject to disclosure.

If the original requestor wants to see the Limited Redacted or original version, the City will provide Applicant with a “third party notice.” Applicant will then have 10 business days to obtain a temporary restraining order while Applicant pursues a court injunction. A judge will determine the status of Applicant’s exemptions and the Public Records Act.

Requesting Disclosure of Public Records

The City asks Applicants and their companies to refrain from requesting public disclosure of proposal records until an intention to award is announced. This shelters the solicitation process, particularly during evaluation and selection or if a cancellation occurs with re-solicitation. With this preference stated, the City will continue to respond to all requests for disclosure of public records as required by State law.

Ethics Code. Please familiarize yourself with the City Ethics Code:

http://www.seattle.gov/ethics/etpub/et_home.htm. Address any questions to Seattle Ethics and Elections Commission at 206-684-8500.

No Gifts and Gratuities. Applicant shall not directly or indirectly offer anything (such as retainers, loans, entertainment, favors, gifts, tickets, trips, bonuses, donations, special discounts, work or meals) to any City employee, volunteer or official, if it is intended or may appear to a reasonable person to be intended to obtain or give special consideration to the Applicant. An example is giving sporting tickets to a City employee on the evaluation team of a solicitation to which the Applicant has submitted. The definition of what is a “benefit” is broad and could include not only awarding a contract, but also the administration of the contract or evaluating contract performance. The rule works both ways, as it also prohibits City employees from soliciting items from Applicants. Promotional items worth less than 425 may be distributed by the Applicant to City employees if the Applicant uses the items as routine and standard promotions for the business.

No Conflict of Interest. Applicant (including officer, director, trustee, partner or employee) must not have a business interest or a close family or domestic relationship with any City official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluating Applicant performance. The City shall make sole determination as to compliance.

Involvement of Current and Former City Employees. The City requires Applicant to disclose any current or former City employee, official or volunteer that is working or assisting on solicitation of City business or on completion of an awarded contract.

Contract Workers with over 1,000 Hours. The Ethics Code applies to employees of the Applicant that perform over 1,000 cumulative hours on any City contract during any 12-month period. Any such employee must abide by the City Ethics Code. The Applicant is to be aware and familiar with the Ethics Code accordingly.

Background Checks and Immigrant Status. The City has strict policies regarding the use of background checks, criminal checks and immigrant status for contract workers. The policies are available for viewing on-line at <http://www.seattle.gov/city-purchasing-and-contracting/social-equity/background-checks>

Exhibit A
Seattle Department of Parks and Recreation
High Quality Outdoor Preschool Programs for 2018 -19
Notice of Interest Cover Sheet (3 pages)

Section 1: APPLICANT INFORMATION

Applicant (Organization) Name: _____

Director/Owner Name: _____

Mailing Address: _____

Contact Phone: _____ Email: _____

To the best of my knowledge and belief, all information provided in this application is true and correct. I understand the terms and conditions of the High Quality Outdoor Preschool Programs Notice of Interest and agree to meet City of Seattle requirements stated in the Notice of Interest application if an award is made. I certify that my organization has the capacity to meet program expenses that may arise to prepare or maintain outdoor preschool sites and that the program outlined in our response to the Notice of Interest will be valid until at least the end of the contract period. I further certify that this Notice of Interest application has been authorized by my organization's governing body.

Print Name: _____

Signature: _____ Date: _____

(Applicant Director, Owner or Board Chair)

Applicant Involvement by Current and Former City Employees

Please refer to Notice of Interest Section 5 for information about the City Ethics Code.

Are any of the Applicant's principals, officers or employees who will perform work for the City current or former City of Seattle employees or volunteers? ☐ Yes ☐ No

If yes, identify the employee(s) by name:

Will any of the Applicant's principals, officers or employees who will perform work for the City work more than 1,000 hours (per rolling 12 months) within a City contract, combining the hours for work under this contract and any others? If so, identify the worker(s) by name, and if the work pertains to an existing City Contract, identify the contracting department and name of City contract: ☐ Yes ☐ No

Does any principal, officer or employees of Applicant's firm who will perform work for the City have a business interest or a close family or domestic relationship with any City official, officer or employee who was, is, or will be involved in the selection, negotiation, drafting, signing, administration or evaluation of the Applicant's performance? ☐ Yes ☐ No

Section 2: Notice of Interest CONTACT PERSON INFORMATION (if different from above)

Contact Person: _____

Contact Phone Number (s): _____

Email Address: _____

SECTION 3: LEGAL STATUS (check all that apply)

- ____ Applicant meets all business licensing requirements that apply to its organization. *Companies must license, report and pay revenue taxes for the Washington State Business License (UBI#) and Seattle Business License, if they are required by the laws of those jurisdictions.*

- ___ Applicant is incorporated as a private non-profit corporation in the State of Washington and has been granted 501 (C) (3) tax exempt status by the United States Internal Revenue Service. The applicant's 501 (C) (3) status is in good standing and has not been revoked in the previous calendar year.
- ___ Applicant is a public corporation, commission or authority established pursuant to RCW 35.21.660 or RCW 35.21.7301.
- ___ Applicant has a fiscal sponsor and has been granted and has been granted 501 (C) (3) tax exempt status by the U.S. Internal Revenue Service

- Name of fiscal sponsor: _____

- IRS Employer Identification Number (EIN): _____

Section 3: APPLICATION CHECKLIST – REQUIRED APPLICATION Items

Please attach these items to your application

- ___ Exhibit A: Cover Letter
- ___ Exhibit B: Completed Application – Answer all Questions in 3.1, Tables A, B, & C
- ___ Evidence of Participation in DEEL SPP or Pathway Program
- ___ Evidence of Participation in DEEL Step Ahead Program
- ___ Evidence of Attending SPR Site Orientation meeting for each of your proposed classroom location(s)
- ___ Proposed site(s) plan(s) reviewed and signed by SPR
- ___ Copy of current City of Seattle Business License
- ___ Copy of current State of Washington Business License

Evidence of Participation in DEL Pilot Program for Outdoor Preschools:

- ___ Application to DEL (if DEL has not made selections for pilot) or Acceptance in DEL Pilot Program for Outdoor Preschools

If a licensed indoor preschool provider please include:

- ___ Copy of DEL License
- ___ DEL verification of EA Level achieved